

REBOUND BUSINESS TOOL KIT

A toolkit of actions to develop a resiliency plan, as well as direct actions to respond to specific hazards.

- > Please take the time to read and follow all guidelines to help keep the public—along with you, your customers and staff—healthy.
It's up to all of us to do our part.
- > Additional critical information, worksheets, etc., have been embedded into this document with hyperlinks in **RED**. Click on them to either read or download more info.



Nevada County businesses can start preparing for Stage 2 reopening.

The State has said that Nevada County is approved for the second phase of Stage 2: businesses can reopen with modifications in place. Nevada County will be among the first counties in the State to receive approval of the attestation of readiness, or readiness plan, required by the State.

UPDATE AS OF MAY 12, 2020



REBOUND NEVADA COUNTY

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Help us by taking the COVID-19 business survey:

[Grass Valley](#) | [Nevada City](#)



California's Six Indicators For Modifying the Stay-At-Home Order

(as of April 14, 2020)

01

The ability to monitor and protect our communities through testing, contact tracing, isolating, and supporting those who are positive or exposed.

02

The ability to prevent infection in people who are at risk for more severe COVID-19.

03

The ability of the hospital and health systems to handle surges.

04

The ability to develop therapeutics to meet the demand.

05

The ability for businesses, schools, and child care facilities to support physical distancing.

06

The ability to determine when to reinstitute certain measures, such as the stay-at-home orders, if necessary.

When modifications are advanced and the state's six indicators show we've made enough progress, we can move to the next stage of the roadmap. [Click here for more info](#)



The California Resilience Roadmap

The Resilience Roadmap stages that California is using to guide its gradual reopening process

STAGE 1: SAFETY AND PREPAREDNESS

Make workplaces safe for our essential workers.

STAGE 2: LOWER-RISK WORKPLACES

- a. Gradually re-open retail (curbside only), manufacturing & logistics.*
- b. Later, relax retail restrictions, adapt & reopen schools, child care, offices & limited hospitality, personal services.

The following businesses can open with modifications:

- » **Curbside retail**, including but not limited to: Bookstores, jewelry stores, toy stores, clothing stores, shoe stores, home and furnishing stores, sporting goods stores, antique stores, music stores, florists. *Note: this will be phased in, starting first with curbside pickup and delivery only until further notice.*
- » **Destination retail**, including shopping malls and swap meets.
- » **Personal services**, limited to: car washes, pet grooming, and landscape gardening.
- » **Office-based businesses** (telework remains strongly encouraged)
- » **Dine-in restaurants** (other facility amenities, like bars or gaming areas, are not permitted)
- » **Schools and childcare facilities****
- » **Outdoor museums and open gallery spaces.**
- » **Supply chains** supporting the above businesses, in manufacturing and logistics sectors.

STAGE 3: HIGHER-RISK WORKPLACES

Adapt and reopen movie theaters, religious services, and more personal & hospitality services.

STAGE 4: END OF STAY-AT-HOME ORDER

Reopen areas of highest risk (i.e. Concerts, conventions, sports arenas.)



NOT IN STAGE 1 OR 2 HIGHER-RISK WORKPLACES

- › Personal services such as nail salons, tattoo parlors, gyms and fitness studios
- › Hospitality services, such as bars and lounges
- › Entertainment venues, such as movie theaters, pro sports, gaming, gambling, and arcade venues
- › Indoor museums, kids museums and gallery spaces, zoos, and libraries
- › Community centers, including public pools, playgrounds, and picnic areas
- › Religious services and cultural ceremonies
- › Nightclubs
- › Concert venues
- › Festivals
- › Theme parks
- › Hotels/lodging for leisure and tourism

*All low-risk businesses that fall into this early phase of Stage 2 should review the guidance, prepare a plan, and post the checklist for your business industry in your workplace to show customers and employees that you've reduced the risk and are open for business.

**Although the State's Stage 2 guidance lists schools as able to reopen, Nevada County schools do not anticipate reopening until August 2020

> To see the full Roadmap [click here](#)



Nevada County's Guidance & COVID-19 Prevention Plans for Businesses

In order to reduce the level of risk of spreading COVID-19, each business should implement a COVID-19 Prevention Plan, which will address implementing risk mitigating practices in their business to create safe environments for workers and customers. Learn more and find industry guidance for counties that have received state approval to move faster into stage 2 on the [County Variance page](#).

Both the State and Nevada County's Recovery Advisory Committee have created guidance and checklists to

help local businesses create a COVID-19 Prevention Plan and reopen safely. Businesses may use effective alternative or innovative methods to build upon the guidelines.

- › **Review the guidance that is relevant to your workplace, prepare a plan based on the guidance for your industry, and put it into action. When complete, you can post the industry-specific checklist (next section) in your workplace.**

> Learn from the CDC how to screen yourself for symptoms [click here](#)

> More graphic and advice for use of PPE. [click here](#)

guidance &
prevention
plans

Reopening Guidelines

Before reopening, all facilities should:

- ☐ **RISK ASSESSMENT**
Perform a detailed risk assessment and implement a site-specific protection plan
- ☐ **TRAIN EMPLOYEES**
Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them. *See side panel for more on how to screen yourself.*
- ☐ **SCREENINGS**
Implement individual control measures and screenings
- ☐ **DISINFECT**
Implement disinfecting protocols
- ☐ **DISTANCING**
Implement physical distancing guidance
- ☐ **PPE**
Learn the proper use of Personal Protective Equipment (PPE)
See left panel for more about proper use of PPE. (See right for visuals)



Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.



Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.



Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.



To remove the mask: remove it from behind (*do not touch the front of mask*); discard immediately in a closed bin.



Clean hands with alcohol-based hand rub or soap and water.

graphics: [who.int/epi-win](https://www.who.int/epi-win)



Industry Specific Guidelines

While many elements of the guidance are the same across industries—such as cleaning and physical distancing—consideration was given to industry-specific methods. For example:

- › Retailers should increase pickup and delivery service options and encourage physical distancing during pickup – like loading items directly into a customer's trunk or leaving items at their door.
- › Retailers should install hands-free devices, if possible, including motion sensor lights, contactless payment systems, automatic soap and paper towel dispensers, and timecard systems.
- › Manufacturing companies should close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks. Where possible, create outdoor break areas with shade covers and seating that ensures physical distancing.
- › Warehouses should minimize transaction time between warehouse employees and transportation personnel. Perform gate check-ins and paperwork digitally if feasible.
- › Warehouse workers should clean delivery vehicles and equipment before and after delivery, carry additional sanitation materials during deliveries, and use clean personal protective equipment for each delivery stop.

Industry Specific Guidelines

GENERAL

- › State guidance for multiple business sectors: covid19.ca.gov/roadmap
- › [Practical Advice for Modified Business Reopening](#) Committee Recommendations for Business Reopening [PDF]
- › [Employee Health and Training Agreement](#) [PDF]
- › [Customer Code of Conduct Flyer for Businesses](#) [PNG]
- › [Healthy Workplace Toolkit](#)
- › [Best Practices](#) for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic
- › OSHA & HHS [Guidance on Preparing Workplaces](#) for COVID-19
- › [Interim Guidance](#) for Businesses and Employers Responding to Coronavirus Disease
- › [Guidance](#) from the Alcoholic Beverage Control

RETAIL

- › [Retail Store Reopening Plan & Checklist](#) [PDF]
- › This [guidance for retailers](#) provides guidelines to create a safer environment for workers.
- › Review the guidance above, prepare a plan, and post the [checklist for retailers](#) in your workplace to show customers and employees that you've reduced the risk and are open for business. [PDFs]

RESTAURANTS

- › [Restaurant Reopening Plan and Checklist](#) [PDF]
- › [Dine-In Restaurants Industry Guidance](#) provides guidelines to create a safer environment for workers. [PDF]
- › Post the [Dine-In Restaurants General Checklist](#) in your workplace to show customers and employees that you've reduced the risk and are open for business. [PDF]
- › [Restaurant Customer Code of Conduct](#) flyers [PDF]

HOTEL & LODGING

- › The [guidance for the hotels and lodging industry](#) provides guidelines to create a safer environment for workers.
- › Review the guidance above, prepare a plan, and post the [checklist for the hotels and lodging industry](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

OFFICE

- › The [guidance for businesses operating in office workspaces](#) provides guidelines to create a safer environment for workers.
- › Review the guidance above, prepare a plan, and post [the checklist for office workspaces](#) in your workplace to show customers and employees that you've reduced the risk and are open for business.

› Find all these resources [here](#). More local resources will become available as we continue to work through Stage 2 and Stage 3 reopening as a community.

› For other industries in California [click here](#)

> For the statewide
program for PPE
shortage, [click here](#)

additional
resources

Resources

CLEANING SUPPLIES

Oxivir® Tb Wipes
Disinfects in 60 seconds.
[Website](#)

SHIELDS & GUARDS

Clear Sign Shields
Sneeze guards for register or counter top areas.
The basic model, 2x4 feet clear with metal feet is \$125. He can deliver quickly, make custom sizes, etc.
(530) 913-2502 | [Email](#)

Moule Paint and Glass
Custom Plexiglass Shields ones *(please note they are on back order till the end of May)*
(530) 273-4643

Professional Plastics
Warehouse in Sacramento.
[Website](#)

Orange County Industrial Plastics
[Website](#)

Mickelson Sewing
Clear vinyl which can be sewn, grommet, etc., to custom sizes.
(530) 278-5031
[Website](#)

DISPOSABLE FACEMASKS

Larry and Alison Carlson
Disposable 3-ply Face Mask
(530) 770-1910
[Email](#)

Yuba Blue
(530) 273-9620
[Website](#) | [Facebook](#)

Lola and Jack
(530) 274-8991
[Website](#) | [Facebook](#)

SANDBags Designs
[Facebook](#)

M3Mall
Toilet paper, sanitizer, cloth and disposable masks. Personal shoppers and delivery available
(530) 205-8462h
[Email](#) | [Website](#)

Grass Valley Gifts
Custom screen printing on masks. Now located at M3Mall in Grass Valley on Neal St
(530) 446-6951

HAND SANITIZER

South Fork Vodka
Offers businesses refills. Advise to keep what pump tops they have or can find—very difficult to find right now. We have half gallons and 1 gallon in cases for refills when they need it. Feel free to share my info with anyone that needs it. They will also have some business kits.
[Website](#)

Satellite Spirits, Inc.
Dan Kennerson
(916) 770-6959
[Email](#)

Gaia Soap Supply
(530) 265-2210
[Facebook](#)

Yuba Blue
(530) 273-9620
[Website](#) | [Facebook](#)

SOCIAL DISTANCING SIGNAGE PRINTING AND DESIGN

William's Stationary
Decals for social distancing. *(Masks & gloves are on backorder.)*
(530) 273-7365
[Email](#) | [Website](#)

Walker's Stationary
Signs, gloves, masks, sneeze guards, barriers, personal spacing discs.
(530) 273-2283
[Email](#) | [Website](#)

Staples
Supplies & printing
(530) 477-6700

Real Graphic Design GV
[Website](#)

UPS Store
(530) 272-6000
GV #5417
[Contact info](#)

EDUCATION & TECHNICAL ASSISTANCE

Quietech Associates Inc
(530) 272-6680
[Website](#)

COVID-19 Testing

Recently, the California Department of Public Health expanded eligibility for COVID-19 testing. Anyone who meets the testing criteria can be tested at an OptumServe community testing site, including uninsured, underinsured, undocumented and homeless individuals.

An OptumServe testing site is available in Grass Valley and Kings Beach. (*See side panel for info on appointments)

Click here, to find a COVID-19 testing site near you. Contact your health provider for additional testing options.

Western Nevada County

Visit <https://lhi.care/covidtesting> (or call 1-888-634-1123 during business hours) to see if you are eligible for a test and make an appointment. In Grass Valley, the Grass Valley Veterans Hall will serve as the testing site.

Eastern Nevada County

Visit <https://lhi.care/covidtesting> (or call 1-888-634-1123 during business hours) to see if you are eligible for a test and make an appointment.

Kings Beach

The North Tahoe Event Center will serve as the testing site.

Payment

If an individual has medical insurance, OptumServe will bill the patient's medical insurance company. Uninsured individuals may also use the community test site, and their tests will be paid for by the state.

> [Click here](#)
for additional
information
and links

*Appointments
are available,
Grass Valley:
Tue-Sat, 7am-7pm
King's Beach:
Mon-Fri, 7am-7pm

additional
resources

Planning For the Future

SMALL BUSINESS ACTION PLANS

Downloadable guides to manage your organization through tough times. [Click here](#)

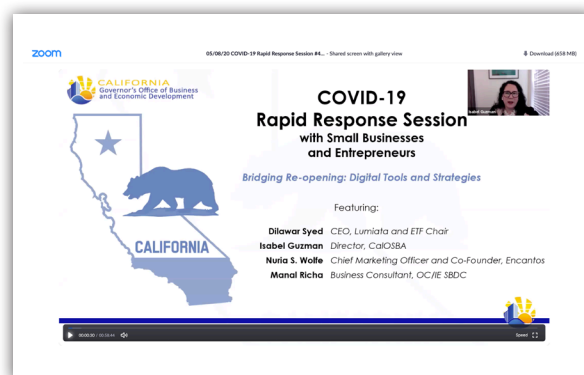
HARVARD BUSINESS REVIEW ARTICLE:

[*Preparing Your Business for a Post Pandemic World*](#)

"The management theorist Henry Mintzberg famously defined strategy as 5 Ps: plan, ploy, pattern, position, and perspective. We have adapted his framework to propose our own 5 Ps: position, plan, perspective, projects, and preparedness. The following questions can guide you as you work to bounce back from the crisis."

THE CALIFORNIA ENTREPRENEURSHIP TASK FORCE

Listen or watch the series COVID-19 Rapid Response Virtual Sessions for additional strategies specifically for small business owners and entrepreneurs across our state.



Select a subject below to watch a recording of the Rapid Response session,

- › [*Bridging Re-opening Digital Tools & Strategies*](#)
- › [*Access to Capital – Alternative Sources.*](#)
- › [*Meet This Moment.*](#)
- › [*Connect to Small Business Resources*](#)

This kit was prepared by the Nevada County Rebound Team using information from the County of Nevada, State of California, OSHA, CDC, and United States Government.

Rebound Nevada County is a collaborative group including the Sierra Small Business Development Center (SBDC), Nevada City and Grass Valley Chambers, the cities of Nevada and Grass Valley, Sierra Commons, Grass Valley Downtown Association, Nevada City Film Festival, Bear Yuba Land Trust, Miners Foundry Cultural Center, Nevada County Arts Council, Nevada County Economic Resource Council (ERC), and the Sierra Business Council.

> To better serve you please consider taking the COVID-19 Business Survey for [Grass Valley](#) and [Nevada City](#).

Businesses with questions about modifying business practices to keep customers safe and slow the spread of COVID-19

COVID19recovery@co.nevada.ca.us